

Area:	Eligibility, Recruitment, Selection, Enrollment and Attendance
Subject:	EL27 – Home Based Attendance
Reference:	1305.8 (a-c), 1304.51 (g), 1306.33
Policy:	Head Start requires each family enrolled in the home based option be provided at least one weekly home visit and two playgroups per month.

Procedure:**Documenting Attendance**

1. Home Visits will be recorded in COPA using COPA Procedure E-08. Playgroup attendance will be documented on the COPA Sign In/Out sheet. The Family Home Visit Plan will be used as supporting documentation when entering home-based attendance.
2. Home Based Educators are required to make up any home visits cancelled by the HBE.

Improving Child Attendance

1. Families enrolled in the Home Based Option for the full year will receive at minimum 46 home visits per year.
2. The Home Based Educator will attempt to make up any visits cancelled by the parent/guardian. Attempts will be documented in COPA Case Notes and on the Family Home Visit Plan.
 - Home Based Educators will discuss barriers to participation in the program when the family repeatedly cancels home visits (even with contact). Options such as changing location or schedule for home visits will be discussed. This will be documented in COPA Case Notes.
 - Home Based Educators will discuss the importance of full participation in the program with families who cancel two consecutive home visits with no contact. The Home Based Educator will visit the home to attempt to make contact if a family misses two consecutive home visits without contact.
 - In addition to Home Based Educator, the Home Based Supervisor will make contact with any parent/guardian who cancels more than two consecutive home visits without contact or when support is requested by the Home Based Educator. This will be documented in COPA Case Notes.
 - The Home Based Educator will alert the Home Based Supervisor in the event that a family cancels two consecutive home visits without contact. Attendance will be discussed and interventions will be determined.
3. The Home Based Educator will encourage participation in playgroups and parent meetings and take family schedules into consideration when setting up schedules. For families who struggle to attend playgroups, the Home Based Educator will discuss the challenges with the family and provide support as needed (i.e. if transportation is an issue, bus passes can be issued if the family agrees it would help).

Supervised by: Home Based Supervisor, SCOE Director II

Performed by: Home Based Educator, Family Service Worker

Forms needed: Sign-In Sheet, Monthly Home-Base Attendance Report, Enrollment/Attendance Work Plan, Termination Notice, Attendance Notice, Child Attendance Improvement Plan

Frequency: Monthly, as needed